
Chapter 23: Legal Affairs Records

Office of the Legal Adviser**A230101a Legal's Adviser's Files**

Description: a. Subject Files. Telegrams, memorandums, reports, notes and other documentation on subjects of relevance or interest to the Legal Adviser. Arranged by subject.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 1a

A230101b Legal Adviser's Files

Description: b. Chronological Files. Extra copies of outgoing documents filed chronologically.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 1b

A230102a Principal Deputy and Deputy Legal Advisers' Files

Description: a. Subject Files. Telegrams, memorandums, reports, notes, correspondence and other documentation on subjects of relevance or of interest to incumbent.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principals for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 2a

A230102b Principal Deputy and Deputy Legal Advisers' Files

Description: b. Chronological Files. Chronological arrangement of copies of all documents signed by incumbent. These documents do not necessarily duplicate the subject files.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 2b

Chapter 23: Legal Affairs Records

A230103a Staff Assistant's Files

Description: a. Top Secret Documents - arranged in chronological order.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 2 years old for transfer to Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 3a

A230103b Staff Assistant's Files

Description: b. NODIS and EXDIS Documents.

Disposition: Destroy when 1 year old or when no longer needed for operational purposes, whichever is sooner. Record copies are maintained by S/S.

DispAuthNo: N1-59-95-11, item 3b

A230104 Weekly Reports

Description: Weekly reports from component offices of the Legal Adviser providing an overview of the work and activities of the offices as well as key issues that arise, that are being worked on, and that have been resolved.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 2 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 4

Chapter 23: Legal Affairs Records

Office of Buildings and Acquisitions**A230201 Litigation Case Files - Arranged by name of claimant and court case number**

Description: Memorandums, correspondence, reports to courts, contracting officers' decisions, proposals, bid protests and other documentation relating to litigation by or against U.S. involving acquisition, construction and management of foreign property.

Disposition: Retire to RSC 6 months after close of case and the appeal date has passed. Destroy 6 years and 3 months after close of case and the appeal date has passed.

DispAuthNo: N1-59-95-11, item 5

A230202 Contract Claims Files - Arranged by name and contract claim number

Description: Correspondence, memorandums, reports, copies of contracts and other documents relating to the negotiation and settlement of contract cases.

Disposition: Retire to RSC 6 months after settlement of case. Destroy 6 years after settlement of the case.

DispAuthNo: N1-59-95-11, item 6

A230203 Subject Files

Description: Working files containing miscellaneous correspondence, memorandums, and other documentation accumulated while servicing client bureaus relating to acquisition and management of foreign property.

Disposition: Destroy as space requirements and frequency of use dictate. Send unique documents to the office of record, i.e. FBO, OPR, etc.

DispAuthNo: N1-59-95-11, item 7

Chapter 23: Legal Affairs Records

Board of Appellate Review**A230301 Decisions of the Board of Appellate Review**

Description: Copies of Board Decisions arranged in alphabetical order by appellate. No correspondence is included. Includes full set and published opinions.

Disposition: Permanent. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-11, item 8

A230302 Transcripts of Hearings

Description:

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-95-11, item 9

A230303a Subject Files - Memorandums, opinions, letters to appellates, the Legal Adviser, L/CA, informing of decisions, organizational documentation, and other material

Description: a. Historical Files. Records relating to the establishment, organization, work, activities, and authorities of the board and predecessor organizations.

Disposition: Permanent. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-11, item 10a

A230303b Subject Files - Memorandums, opinions, letters to appellates, the Legal Adviser, L/CA, informing of decisions, organizational documentation, and other material

Description: b. All other records.

Disposition: Destroy as space requirements and frequency of use dictate.

DispAuthNo: N1-59-95-11, item 10b

Chapter 23: Legal Affairs Records

Office of the Executive Director**A230401 Management Analysis Files**

Description: Subject files used to do special analytical projects such as workload analysis, efficiency studies, monitoring of staffing patterns, employment projections; other special projects, including internal control liaison and liaison with the Office of Inspector General. Copies of OIG inspection reports and correspondence regarding compliance, memorandums, staffing patterns, requisitions, and other reports and correspondence.

Disposition: Destroy when no longer needed for operational purposes.

DispAuthNo: N1-59-95-11, item 11

A230402 Recruitment Files

Description: Resumes, transcripts and reviews of resumes arranged in alphabetical order.

Disposition: Destroy when 3 years old.

DispAuthNo: GRS 1, item 15

A230403 Special Projects and Reports Financial Files

Description: Purchase orders, public vouchers, obligations documents, memorandums and other documents relating to special projects and reports in the bureau, such as the Protective Fisherman's Fund, the Victory Van US-Iranian Claim, Law Digest and Relocation of SA-9, etc.

Disposition: Destroy when no longer needed for operational purposes.

DispAuthNo: N1-59-95-11, item 13

A230404 Opinions and Reports of the Examiner of Claims, the Solicitor, and the Legal Adviser, 1865-1950

Description: Arranged chronologically in bound volumes entitled Opinions and Reports of the Examiner of Claims; Opinions and Reports of the Solicitor; Opinions of the Legal Adviser. Written reports and opinions of the Department's legal counsel.

Disposition: Permanent. Retire to RSC after having been installed on CD-ROM server for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-11, item 14

Chapter 23: Legal Affairs Records

Geographic Offices-L/AF, L/ARA, L/EAP, L/EUR, L/NEA**A230501 Subject and Country Files**

Description: Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, airgrams, memoranda, articles, legislative histories, depositions, legal briefs, and other legal documents, policy statements, press releases, and other documentation that the office has accumulated while providing advice and support to client bureaus.

Disposition: Permanent. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 15

A230502 Legal Case Files - Arranged by subject, country, and name

Description: Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, airgrams, memoranda, articles, legislative histories, depositions, legal briefs, and other legal documents, policy statements, press releases, and other documentation that the office has accumulated while providing advice and support to client bureaus.

Disposition: Permanent. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 16

A230503 Organization and Conference Files - Arranged by organization, thereunder by subject, case name or conference date

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation or interest in national and international organizations addressing issues concerning countries in the assigned geographical areas.

Disposition: Permanent. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 17

Chapter 23: Legal Affairs Records

A230504a Secretary of State Briefing Books

Description: Books prepared for the use of the Secretary of State and Office of the Secretary at multilateral meetings and conferences, containing copies of key international documents and other papers required for the negotiation of international agreements.

a. Record Copy.

Disposition: Permanent. Retire to RSC 1 year after conclusion of agreement. Transfer to the WNRC immediately thereafter. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 18a

A230504b Secretary of State Briefing Books

Description: Books prepared for the use of the Secretary of State and Office of the Secretary at multilateral meetings and conferences, containing copies of key international documents and other papers required for the negotiation of international agreements.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-11, item 18b

A230505a General Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions.

a. Master Copy.

Disposition: Permanent. Retire to the RSC when 3 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 19a

A230505b General Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-11, item 19b

Chapter 23: Legal Affairs Records

Office of Consular Affairs**A230601a Litigation Case Files - Arranged by name of litigant and case number**

Description: Legal briefs and other court documents, copies of legislation, memorandums, telegrams, correspondence, and other documentation relating to litigation involving consular affairs.

a. Precedent Cases.

Disposition: Permanent. Retire to the RSC 1 year after close of case for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after close of case.

DispAuthNo: N1-59-95-11, item 20a

A230601b Litigation Case Files - Arranged by name of litigant and case number

Description: Legal briefs and other court documents, copies of legislation, memorandums, telegrams, correspondence, and other documentation relating to litigation involving consular affairs.

b. Non-Precedent Cases.

Disposition: Retire to RSC when 1 year old. Destroy when 2 years old.

DispAuthNo: N1-59-95-11, item 20b

A230602 Subject Files

Description: Memorandums, telegrams, correspondence, legal documents and other documentation pertaining to consular affairs, including international agreements.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 21

Chapter 23: Legal Affairs Records

Office of International Claims and Investment Disputes**A230701a Iraq/U.S. Claims Files**

Description: a. Subject Files. Files on general subject matters relating to a variety of claims and their settlement, including awards and presentation of claims before the U.N. Compensation Commission set up to handle these claims. Telegrams, correspondence, memorandums, policy and issue papers, legal positions and other related documentation.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-76-95-03, item1a

A230701b Iraq/U.S. Claims Files

Description: b. Claims Files. Individual corporation and government claims filed before the U.N. Compensation Commission against Iraq. Claim form and supporting documentation. Arranged in alphabetical order by type of case and then by name of case. There is an accompanying database.

Disposition: Disposition not approved. Do not destroy. Cut off files on termination of UN Compensation Commission and retire to RSC. Notify NARA so that final appraisal may be undertaken.

DispAuthNo: N1-76-95-3, item 1b

A230701c Iraq/U.S. Claims Files

Description: c. Iraqi Claims Database. Pace software dependent database used to trace claims from inception through adjudication and payment of awards. Contains pertinent information about claims.

Disposition: Disposition not approved. Do not destroy. Cut off files on termination of UN Compensation Commission and retire to RSC. Notify NARA so that final appraisal may be undertaken.

DispAuthNo: N1-76-95-3, item 1c

A230702a U.S./Iran Claims Tribunal Files

Description: a. Central Subject Files. Memorandums, background information, correspondence, forms, copies of congressionals and hearings, diplomatic notes, press clippings, telegrams, court proceedings and other documents relating to claims and arbitration before the Tribunal.

Disposition: Permanent. Retire to RSC 1 year after closure of the Tribunal for eventual transfer to the WNRC. Transfer to the National Archives 5 years after closure of the Tribunal.

DispAuthNo: N1-76-95-2, item 1a

Chapter 23: Legal Affairs Records

A230702b U.S./Iran Claims Tribunal Files

Description: b. Small Claims. Settled claims arranged in numerical order with an alphabetical and numerical index. Consists of Tribunal documents -- orders, etc., copy of claim, correspondence between claimant and Department, and court documents. Copies of documentation furnished to Foreign Claims Settlement Commission.

Disposition: Disposition not approved. Do not destroy. Cut off files on termination of Iran-United States Claims Tribunal and retire to RSC. Notify NARA so that final appraisal may be undertaken.

DispAuthNo: N1-76-95-2, item 1b

A230702c U.S./Iran Claims Tribunal Files

Description: c. Large Claims. Arranged in numerical order with an alphabetical and numerical index. Consists of Tribunal documents, legal opinions, order, etc., correspondence between the Department and claimant's attorneys along with claimant's response and exhibits.

Disposition: Disposition not approved. Do not destroy. Cut off files on termination of Iran-United States Claims Tribunal and retire to RSC. Notify NARA so that final appraisal may be undertaken.

DispAuthNo: N1-76-95-2, item 1c

A230702d U.S./Iran Claims Tribunal Files

Description: d. Iran/U.S. Tribunal Decisions. Bound volumes of decisions.

Disposition: Permanent. Retire to the RSC as space requirements and frequency of use dictate for eventual transfer to the National Archives.

DispAuthNo: N1-76-95-2, item 1d

A230703 U.S./Iran Claims Tribunal

Description: Documents of Evidence (source documentation). Commercial and technical documents collected from the Department of State, Department of Justice, and the Department of Defense to be used as hard evidence in support of large claims. Packing lists, bills of lading, etc., covering the date range of 1976 to present.

Disposition: Return to the source of documents or destroy when no longer needed. Material selected as claims exhibits should be filed with claims files.

DispAuthNo: N1-76-96-2, item 1

Chapter 23: Legal Affairs Records

A230704 Legal Bureau Correspondence Control (LX)

Description: On-line information system which serves as a register of claims against Iran submitted by United States citizens between April 1981 and approximately April 1982, which were handled by the bureau. Data includes a sequential claim identification number, date of claim, name of attorney, type of claim, amount, and the action status of the claim.

Disposition: Disposable. Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 18

A230705 Country Claims Files - Arranged by country and thereunder by subject or case

Description: Claims of U.S. nationals against foreign governments relating to confiscation, breach of contract, denial of justice, war damage, mob violence and wrongful death, etc. Includes claim, telegrams, correspondence between the Department and the claimant along with documentary evidence as may be necessary to substantiate claim.

Disposition: Retire to RSC 5 years after resolution of claim for transfer to the Washington National Records Center (WNRC). Destroy 20 years after resolution of claim.

DispAuthNo: N1-59-95-11, item 22

A230706 Subject Claims files

Description: Memorandums, correspondence, reports, telegrams, research material, and other documentation relating to claims but not to specific claims against specific countries. Arranged by general subject.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 15 years old.

DispAuthNo: N1-59-95-11, item 23

A230707a Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury and wrongful death

Description: a. Administrative Claims.

Disposition: Retire to RSC 1 year after resolution of case. Transfer to the WNRC 5 years later. Destroy 10 years after resolution of case.

DispAuthNo: N1-59-95-11, item 24a

Chapter 23: Legal Affairs Records

A230707b Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury, and wrongful death

Description: b. Litigation Files.

Disposition: Retire to RSC 1 year after close of case. Transfer to WRNC 5 years later. Destroy 20 years after close of case.

DispAuthNo: N1-59-95-11, item 24b

Office of Economic, Business and Communications Affairs**A230801 Subject Files**

Description: Telegrams, memorandums, handwritten notes, facsimiles, E-mail, copies of treaties and treaty information, reports, correspondence, legislative histories and other documentation accumulated while providing legal advice on domestic and international aspects of U.S. economic relations with other countries, including trade, antitrust, civil aviation, shipping, commodities, transfer of technology, monetary matters, and telecommunications.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 25

A230802 Country Files

Description: Documentation pertaining to specific countries and arranged as such. Telegrams, memorandums, handwritten notes, facsimiles, e-mail, copies of treaties and treaty information, reports, correspondence, legislative material and histories and other documentation.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 26

Chapter 23: Legal Affairs Records

Office of Educational, Cultural and Public Affairs**A230901 Subject Files**

Description: Briefing papers, memorandums, telegrams, copies of educational and cultural agreements, copies of press conferences, hearings, bills, copies of U.S. code, correspondence, exhibits, position papers, memorandums of conversation, newspaper clippings and other documentation relating to protection and restitution of cultural property.

Disposition: Permanent. Transfer to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 27

A230902 Case Files

Description: Specific case and claims relating to protection and restitution of cultural property. Newspaper clippings, correspondence, copies of treaties and agreements, memorandums and other documentation providing evidence that property was stolen and who the rightful owners are.

Disposition: Permanent. Retire to RSC 10 years after case is closed for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 28

Chapter 23: Legal Affairs Records

Office of Ethics and Personnel**A231001a(1) Case Files - Arranged by name of individual and case number**

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

a. Litigation Cases.

(1) Civil Service Employees.

Disposition: Retire to RSC 1 year after resolution of case. Destroy 5 years after final resolution of case.

DispAuthNo: N1-59-95-11, item 29a(1)

A231001a(2) Case Files - Arranged by name of individual and case number

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

a. Litigation Cases.

(2) Foreign Service Employees.

Disposition: Retire to RSC 1 year after resolution of case for transfer to WNRC. Destroy 10 years after final resolution of case.

DispAuthNo: N1-59-95-11, item 29a(2)

A231001b(1) Case Files - Arranged by name of individual and case number

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

b. EEOC Complaint Cases.

(1) Civil Service Employees.

Disposition: Retire to RSC 6 months after close of case. Destroy 4 years after case is closed.

DispAuthNo: N1-59-95-11, item 1b(1)

Chapter 23: Legal Affairs Records

A231001b(2) Case Files - Arranged by name of individual and case number

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

b. EEOC Complaint Cases.

(2) Foreign Service Employees.

Disposition: Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.

DispAuthNo: N1-59-95-11, item 29b(2)

A231001c(1) Case Files - Arranged by name of individual and case number

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

c. Personnel Grievance Cases.

(1) Civil Service Employees.

Disposition: Retire to RSC 6 months after close of case. Destroy 7 years after case is closed.

DispAuthNo: GRS 1, item 30a&b

A231001c(2) Case Files - Arranged by name of individual and case number

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

c. Personnel Grievance Cases.

(2) Foreign Service Employees (exception from GRS 1, item 30a and b).

Disposition: Retire to RSC 6 months after close of case for transfer to WNRC. Destroy 20 years after case is closed.

DispAuthNo: N1-59-95-11, item 29c(2)

Chapter 23: Legal Affairs Records

A231001d(1) Case Files - Arranged by name of individual and case number

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

d. Investigative Cases.

(1) Civil Service Employees.

Disposition: Retire to RSC 6 months after close of case. Destroy 5 years after case is closed.

DispAuthNo: N1-59-95-11, item 29d(1)

A231001d(2) Case Files - Arranged by name of individual and case number

Description: Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department.

d. Investigative Cases.

(2) Foreign Service Employees.

Disposition: Retire to RSC 6 months after close of case. Destroy 5 years after case is closed.

DispAuthNo: N1-59-95-11, item 29d(2)

A231002 Personnel Subject Files

Description: Telegrams, handwritten notes, memorandums, draft statements, guidance, facsimiles, laws and regulations and other documentation used to provide advice concerning personnel issues to client bureaus.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 30

A231003 Ethics Subject Files

Description: Telegrams, handwritten notes, memorandums, statements, guidance, facsimiles, laws and regulations and other documentation used to provide advice concerning ethical issues to client bureaus.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Destroy 2 years after receipt in RSC.

DispAuthNo: N1-59-95-11, item 31

Chapter 23: Legal Affairs Records

A231004a Nominations Files - Arranged overall by type of nominee and thereunder by name of nominee

Description: Nomination papers (SF-278) and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports, correspondence, memorandums, instructions and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations and Senate confirmed nominees at the level of Assistant Secretary and above.

a. Confirmed Nominees.

Disposition: Retire to RSC 2 years after confirmation. Destroy 6 years after confirmation.

DispAuthNo: N1-59-95-11, item 32a

A231004b Nominations Files - Arranged overall by type of nominee and thereunder by name of nominee

Description: Nomination papers (SF-278) and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports, correspondence, memorandums, instructions and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations and Senate confirmed nominees at the level of Assistant Secretary and above.

b. Unconfirmed Nominees.

Disposition: Destroy 1 year after nominee is withdrawn.

DispAuthNo: N1-59-95-11, item 32b

A231005 Nominations Summary Log

Description: A ledger used as a tracking record from beginning of nomination to confirmation or non-confirmation.

Disposition: Destroy 6 years after last entry in log.

DispAuthNo: N1-59-95-11, item 33

A231006 Pre-employment Clearance Files - Arranged in chronological order by month

Description: Memorandums, position descriptions, financial disclosure reports and other background material and other documents used to obtain pre-employment clearances for individuals prior to filling covered positions as required by the Ethics Government Act and Ethics Reform Act.

Disposition: Retire to RSC when 3 years old. Destroy when 6 years old.

DispAuthNo: N1-59-95-11, item 34

Chapter 23: Legal Affairs Records

A231007a **Garnishment/Bankruptcy Files - Memorandums, handwritten notes, letters, regulations, telegrams relating to writs of attachments, garnishment orders for child support and bankruptcy deductions**

Description: a. Case Files.

Disposition: Destroy 3 years after garnishment is terminated or after all obligations are resolved in bankruptcy cases.

DispAuthNo: GRS 2, item 18

A231007b **Garnishment/Bankruptcy Files - Memorandums, handwritten notes, letters, regulations, telegrams relating to writs of attachments, garnishment orders for child support and bankruptcy deductions**

Description: b. Subject Files.

Disposition: Block files by year. Retire to RSC when 5 years old. Destroy when 7 years old.

DispAuthNo: N1-59-95-11, item 35b

Chapter 23: Legal Affairs Records

Office of Human Rights and Refugees**A231101a Program Files - Arranged by subject**

Description: a. Subject Files. Correspondence, memorandums, handwritten notes, copies of rules, regulations, cables, UNHCR documents, congressional documents, reports, statements/speeches, facsimiles, articles and other documentation relating to legal issues concerning human rights and refugees.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 36a

A231101b Program Files - Arranged alphabetically by country

Description: b. Country Files. Reports, articles, cables, correspondence and other documentation related to legal issues and specific countries.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 36b

A231101c Program Files - Arranged by case name and number

Description: c. Litigation Case Files. Handwritten notes, pleadings, legal opinions, briefs and other legal documents pertaining to litigation brought by or against the Department relating to human rights and refugee issues.

Disposition: Permanent. Maintain in active and inactive blocks. Retire inactive cases to RSC 1 year after case is closed. Transfer to WNRC 5 years after case is closed. Transfer to the National Archives 30 years after close of case.

DispAuthNo: N1-59-95-11, item 36c

Chapter 23: Legal Affairs Records

Office of Law Enforcement and Intelligence**A231201a Extradition Case Files**

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries. Consists of copies of correspondence between the Office of the Legal Adviser and local and state authorities in the U.S., representatives of foreign governments, the Department of Justice, courts of law, and attorneys; copies of court records including indictment, evidence of identity of accused, depositions, applicable legal statutes, and legal proceedings; copies of treaty citations granting extradition authority; attorneys' notes; copies of communications with Foreign Service posts serving as intermediaries in the extradition process, and a copy of the surrender warrant signed by the Secretary of State or his Deputy.

a. Precedent and Historical Cases.

Disposition: Permanent. Retire to RSC 2 years after the case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

DispAuthNo: N1-59-95-11, item 37a

A231201b Extradition Case Files

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries. Consists of copies of correspondence between the Office of the Legal Adviser and local and state authorities in the U.S., representatives of foreign governments, the Department of Justice, courts of law, and attorneys; copies of court records including indictment, evidence of identity of accused, depositions, applicable legal statutes, and legal proceedings; copies of treaty citations granting extradition authority; attorneys' notes; copies of communications with Foreign Service posts serving as intermediaries in the extradition process, and a copy of the surrender warrant signed by the Secretary of State or his Deputy.

Note: This item should not be used for case files with pre-1974 documentation.

b. Non-Precedent and Non-Historical Cases.

Disposition: Retire to RSC 2 years after the case is closed for transfer to the Washington National Records Center (WNRC). Destroy 20 years after case is closed.

DispAuthNo: N1-59-95-11, item 37b

Chapter 23: Legal Affairs Records

A231202a Extradition Card File and Computer Database - Card file and computer database used to track extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases

Description: a. Card Files.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-11, item 38a

A231202b Extradition Card File and Computer Database - Card file and computer database used to track extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases

Description: b. Computer Database File. Software dependent database compiled with information extracted from case files used to track status of cases. Also used to do analyses and statistical reports.

Disposition: Delete information in database when no longer needed.

DispAuthNo: N1-59-95-11, item 38b

A231203 General Extradition Subject Files

Description: Telegrams, memorandums, reports, handwritten notes, circulars and regulations, copies of legislation, background information, correspondence between the Department of State and the Department of Justice, copies of hearings and other documentation relating to extradition matters.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 39

A231204 Extradition Chronological Files

Description: Copies of diplomatic notes, surrender warrants and declarations arranged chronologically. Has maintained a complete record to be used for reference and research purposes.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-11, item 40

Chapter 23: Legal Affairs Records

A231205 Extradition Country Files - Arranged in alphabetical order by country

Description: Telegrams, diplomatic notes, correspondence, memorandums and other documentation relating to extradition issues that are country specific.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 41

A231206 Subject and Country Files (Attorney-Advisers' Files)

Description: Telegrams, memorandums, reports, correspondence, policy papers and directives, notes, chits, drafts, e-mail, documents, and other material relating to all matters dealt with by L/LEI. Subjects include international law enforcement issues, extradition matters, narcotic matters, intelligence coordination and oversight, counter-terrorism, Mutual Legal Assistance Treaties (MLATs), war criminality, interagency intelligence liaison, intelligence activities, and other related activities.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 42

A231207a Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases

Description: a. Precedent and Historical Cases.

Disposition: Permanent. Retire to RSC 2 years after the case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

DispAuthNo: N1-59-95-11, item 43a

A231207b Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases

Description: b. Non-Precedent and Non-Historical Cases.

Disposition: Retire to RSC 2 years after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.

DispAuthNo: N1-59-95-11, item 43b

Chapter 23: Legal Affairs Records

Office of Legislation and General Management**A231301 Subject Files**

Description: Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, memoranda, articles, legislative histories, legal briefs and other legal documents, policy statements, press releases, and other documentation that the Office of Legislation and General Management accumulates while providing advice and support to client bureaus.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 44

A231302 Litigation Case Files - Arranged by case name and number

Description: Depositions, legal briefs and other legal documents pertaining to litigation brought by or against the Department relating to the Freedom of Information Act and Privacy Act.

Disposition: Maintain in active/inactive series. Retire inactive cases to RSC 1 year after case is closed for transfer to the WNRC. Destroy 10 years after is closed.

DispAuthNo: N1-59-95-11, item 45

Chapter 23: Legal Affairs Records

Office of Oceans, International Environmental and Scientific Affairs**A231401 Subject Files**

Description: Telegrams, memorandums, position papers, background information, correspondence, copies of legislation, copies of agreements and treaties, court documents and other documentation used in rendering legal advice and assistance in the negotiation, drafting, application and interpretation of international agreements, and coordinating other legal activities related to oceans, international environmental and scientific affairs.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 46

A231402 Country Files

Description: Telegrams, memorandums, position papers, background information, correspondence, copies of treaties and agreements, court documents pertaining to and arranged by specific countries.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 47

A231403 Court Documents (separate collection).

Description: Court documents and briefs cited in court cases maintained as a separate collection. Does not include briefs interfiled with other documents.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-11, item 48

Chapter 23: Legal Affairs Records

Office of Political-Military Affairs

A231501 Subject and Country Files - Overall arrangement is by subject but subdivided by secondary subject, country, date, section of act or appropriate breakdown

Description: Telegrams, memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to foreign military assistance, military applications of atomic/nuclear energy and space technology, disarmament, global military and all other related politico-military issues.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 49

A231502 Litigation Case Files - Arranged by name of case

Description: Cases relating to suits brought against U.S. armed forces and those brought by the United States involving international traffic in arms that violate the Arms Export Control Act. Memorandums, copies of regulations and legislation, and telegrams.

Disposition: Permanent. Retire to RSC 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

DispAuthNo: N1-59-95-11, item 50

Chapter 23: Legal Affairs Records

Office of Private International Law**A231601a International Organization Files - Arranged by organization and thereunder by subject**

Description: a. Administrative Files. Documentation relating to the structure and management of international organizations and conferences. Contains information on the budget, pension plans, size of the bodies, staffing, building, etc.

Disposition: Retire to RSC when 5 years old. Destroy when 10 years old.

DispAuthNo: N1-59-95-11, item 51a

A231601b International Organization Files - Arranged by organization and thereunder by subject

Description: b. Subject Files. Telegrams, draft and final minutes of meetings, reports of meetings, correspondence, draft conventions, final texts of treaties, reports on treaty interpretation and responses to them, speeches, articles and other documentation documenting U.S. participation in international organizations for the purpose of coordinating the development of private international law.

Disposition: Permanent. Retire to RSC 10 years after treaty enters into force. Transfer to WNRC 15 years after treaty enters into force. Transfer to the National Archives 30 years after treaty enters into force.

DispAuthNo: N1-59-95-11, item 51b

A231602 Advisory Committee Meetings on Private International Law - Arranged by meeting and by study group in addition to some general files about the committee

Description: Minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.

Disposition: Permanent. Retire to RSC 10 years after meeting for transfer to WNRC. Transfer to the National Archives 30 years after meeting.

DispAuthNo: N1-59-95-11, item 52

A231603 Miscellaneous Correspondence Files (ACPIL)

Description: Correspondence from individuals requesting information or asking questions about subjects not relating to International Organizations and Advisory Committees.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-95-11, item 53

Chapter 23: Legal Affairs Records

Office of Special Function Problems**A231701 Litigation Case Files - Arranged by country**

Description: Memorandums, correspondence, cables, notes, facsimiles, court decisions and other documents relating to litigation involving an Embassy or Foreign Service National employee.

Disposition: Retire to RSC 10 years after the close of case for transfer to the Washington National Records Center (WNRC). Destroy 20 years after close of case.

DispAuthNo: N1-59-95-11, item 54

A231702 Foreign Litigation Case Files

Description: Memorandums, correspondence, cables, handwritten notes, copies of reference material and other documentation relating to foreign sovereignty and immunity cases against the United States, U.S. corporations and individuals.

Disposition: Retire to RSC 5 years after close of case. Destroy 10 years after close of case.

DispAuthNo: N1-59-95-11, item 55

A231703 Privileges and Immunities Files - Arranged by subject and thereunder by country

Description: Cables, correspondence, memorandums, diplomatic notes, facsimiles, copies of international agreements and other documentation relating to diplomatic immunities of foreign diplomats and accompanying issues. Included are the dependent employment files.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 56

A231704 Foreign Missions Act Files - Arranged by subject and/or issue

Description: Cables, memos, correspondence, handwritten notes, facsimiles and other documentation relating to the Foreign Missions Act. Included are rules and regulations for Foreign Missions and the diplomats connected thereto and issues concerning reciprocity.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 57

Chapter 23: Legal Affairs Records

A231705 Diplomatic Tax Files

Description: Diplomatic notes and cables relating to a variety of tax issues involving foreign missions and diplomats in the U.S. and American missions and personnel abroad.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 10 years old.

DispAuthNo: N1-59-95-11, item 58

A231706 Foreign Heads of State Immunity Files - Arranged by name of foreign head of state or subject

Description: Decisions, talking points, court documents, transcripts, memorandums, correspondence and other documentation relating to litigation involving foreign heads of state.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 59

Chapter 23: Legal Affairs Records

Office of Treaty Affairs**A231801 Original Treaties and Agreements in Force - Arranged in numerical order by TIAS (publication) number**

Description: Original treaties and agreements in force having undergone ratification and proclamation by the President. Consist of original agreement and TIAS publication. Included are classified treaties which are not published.

Disposition: Permanent. Retire to RSC as volume warrants. Transfer to National Archives immediately thereafter.

DispAuthNo: N1-59-95-11, item 60

A231802 TIAS Publications Documentation

Description: Correspondence, documents, galleys, manuscripts, Publishing Services Requisition/Purchase Order/Invoice/Receiving Report/Voucher (DS-5R).

Disposition: Destroy 1 year after publication.

DispAuthNo: N1-59-95-11, item 61

A231803 Vital Records

Description: Consists of extra copies of TIAS publications, texts of agreements not published, UST Bound Volumes (United States Treaties), Treaties in Force yearly publications and Slip Laws (Public Law) deposited at relocation site.

Disposition: Retain at relocation site until notified by L/T.

DispAuthNo: N1-59-95-11, item 62

A231804 Treaty and Agreement Background Files - Arranged by subject

Description: Texts and background information on treaties and other international agreements of the United States (1778-Present). Copies of treaties, translations and transmittals, copies of texts of agreements; telegrams, airgrams and dispatches; memoranda and other official correspondence of background interest.

Disposition: Permanent. Retire to RSC 5 years after termination of agreement for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement.

DispAuthNo: N1-59-95-11, item 63

Chapter 23: Legal Affairs Records

A231805 Treaty and Agreement Index Card File

Description: Used with treaty background files. Abstracts containing vital information relating to treaties, i.e. where signed, date of entry into force, durations, amendments, extensions, etc., termination dates and action, legal basis, etc.

Disposition: Permanent. Retain in L/T until automated; then retire to RSC for transfer to the National Archives. Include copies of related cards with retired treaty background file.

DispAuthNo: N1-59-95-11, item 64

A231806 Treaty and Agreement Negotiating Files - Arranged by subject

Description: Texts and background information on treaties and other international agreements of the United States which have not been concluded but are in the negotiating stage. Copies of proposed treaties, translations and transmittals, copies of texts of agreements, telegrams, memoranda and other official correspondence of background interest.

Disposition: When treaty or agreement has been concluded, remove and place in treaty background file.

DispAuthNo: N1-59-95-11, item 65

A231807 Agreements between countries in which the U.S. is not a participant (Bilateral and Multilateral)

Description: Copies of text and related background information on multilateral agreements between multiple countries of which the U.S. is not a participant. Copies of the agreements, telegrams, airmails, dispatches and other related correspondence of background interest.

Disposition: Permanent. Retire to RSC immediately for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-11, item 66

A231808 Treaty and Agreement Log Books

Description: Log of all treaties and agreements which it received. The log includes the following information: date of receipt, classification, country with which agreement is made, date signed, subject, and the TIAS number (when appropriate).

Disposition: Permanent. When no longer needed, transfer to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-11, item 67

Chapter 23: Legal Affairs Records

A231809 Circular 175 Logs

Description: Logs consisting of abstracts of the Circular 175 memorandums maintained by subject.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-11, item 68

A231810 Circular 175 Files

Description: Copies of each Circular 175 memorandum. (Master copy maintained as part of Treaty and Agreement Background Files.)

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-11, item 69

A231811 General Treaty and Agreement Information Files

Description: Memorandums, reports, opinions, lists, correspondence, documents, and other information on the general subject of treaties and agreements. Topics include treaty and agreement practice, treaty and agreement termination, dispute settlements, and other such matters.

Disposition: Permanent. When no longer needed, transfer to RSC for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-11, item 70

A231812 Treaties in Force Publication

Description: Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.

Disposition: Destroy when superseded.

DispAuthNo: N1-59-95-11, item 71

Chapter 23: Legal Affairs Records

Office of United Nations Affairs

A231901a Program Files - Arranged by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.

Description: Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, aigrams, press releases and guidance, correspondence, copies of speeches, facsimilies, position papers, reports and other documents.

a. General Subject and Country Files.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives after 5 years.

DispAuthNo: N1-59-95-11, item 72a

A231901b(1) Program Files - Arranged by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.

Description: Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, aigrams, press releases and guidance, correspondence, copies of speeches, facsimilies, position papers, reports and other documents.

b. Case Files.

(1) Precedent Cases.

Disposition: Permanent. Retire to RSC one year after close of case. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 72b(1)

Chapter 23: Legal Affairs Records

A231901b(2) Program File - Organized by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.

Description: Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents.

b. Case Files.

(2) All Other Cases.

Disposition: Retire to RSC one year after close of case. Destroy 10 years after close of case.

DispAuthNo: N1-59-95-11, item 72b(2)

A231902 Advisory Committee on International Law

Description: The records are by meeting in addition to some general files about the committee. The files consist of minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 73

Chapter 23: Legal Affairs Records

General**A232001 Chronological Files (Covers all offices except F.O. principals and L/LEI chrons)**

Description: Extra copies of outgoing communications of all types arranged chronologically. The official record copy of the communications are filed elsewhere by subject or case.

Disposition: Destroy when 1 year old, or when no longer needed, whichever is sooner. If records in the Chronological Files are NOT extra copies of documents, they have the same disposition as that component's Program, Subject, or Country Files as noted elsewhere in this schedule.

DispAuthNo: N1-59-95-11, item 74

A232002 Office Administrative Files (Supervisor/Director)

Description: Records relating to the internal administration or housekeeping activities of the office. These files relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records, supplies, training, etc.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1

A232003 Security and Safety Files (General)

Description: Documents pertaining to general security and safety within an office, such as copies of security surveys and inspection reports, excluding those maintained by the Bureau of Diplomatic Security. Includes OF-117, Notice of Security Violations, copies of security violation reports, OF-118, Record of Violation and related documents.

Disposition: Block annually. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1

A232004 Officer Working Files (Covers all offices except L/CID)

Description: Files maintained by or for individual attorneys consisting of extra or information copies of telegrams, memorandums, preliminary or rough drafts of communications, reports and other documentation.

Disposition: Review annually and destroy material no longer needed for current work assignment or project. This item DOES NOT apply to the Program, Subject, Country, Litigation, and other primary files of components of the Office of the Legal Adviser described on this schedule even if maintained in an individual's office.

DispAuthNo: N1-59-95-11, item 77

Chapter 23: Legal Affairs Records

A232005 Reference Files

Description: Printed reports, special studies, internal instructions, information manuals, legislative publications and other documents used for reference purposes.

Disposition: Review annually and destroy material of no further reference value.

DispAuthNo: GRS 23, item 6
